



City of Asotin

www.cityofasotin.org

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Asotin WA 99402

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Second Street Project Request for Qualifications And Scope of Work

The City of Asotin received a grant from the Department of Ecology (Ecology) for the design of a project that will improve water quality by retrofitting a stormwater problem. The City identified a chronic drainage problem on Second Street in Asotin between Highway 129 and Harding Street. The City is seeking a consultant to develop a design to improve drainage and reduce chronic flooding issues.

The Consultant will:

- Evaluate the project site and identify methods to reduce chronic flooding issues.
 - Because the project area includes several blocks, a phased approach to designing the project may be recommended.
 - Evaluation should include surveys, geotechnical assessments, and other environmental assessments that may be necessary.
 - Evaluate the needs and opportunities to purchase property or easements.
- Develop alternatives to improve stormwater management in the project area to eliminate chronic flooding issues.
 - Designs will be consistent with the 2004 Stormwater Management Manual for Eastern Washington and the Eastern Washington Low Impact Development Guidance Manual.
- Provide recommendations to the City on the preferred alternative.
- Develop a pre-design report no later than March 1, 2014 for review by the City and Ecology. The report should include:
 - Detailed calculations and drawings for the preferred design.
 - Show that the design is consistent with the design manuals.
 - All pre-design figures and construction plans shall be reduced to 11" x 17" in size. All reduced drawings must be legible.
- Work with Ecology and the City to incorporate comments and changes to the design.

Develop a 90% design no later than August 1, 2014.

SUBMITTAL FORMAT

Proposals shall be no more than 10 pages, including résumés, and shall have the following structure.

Structure

The submitted documents shall be organized in the following format and informational sequence.

- A. **Business Organization:** The submittal shall include the relevant experience and identification of the branch office that will perform the work contemplated. The principal management personnel shall be identified.
- B. **Concept and Solutions:** The Proposer's understanding of the tasks presented in the Scope of Work shall be defined in detail. A description of the firm's strengths and expertise in the field of providing effective drainage control options should be included.
- C. **Working Plan:** The Proposer's technical plan to accomplish the tasks defined in the Scope of Work shall be presented, including time-related information, tasks, decision points and reports.
- D. **Public Entity Experience:** Relevant experience and client references shall be presented in detail, with all experience cited to be recent and to have been performed, to a considerable degree, by members of the proposed team. Emphasis shall be given to identifying comparable services and improvements. For each client reference, a brief description of services provided, when provided, and name, title and phone number of the principal contact person should be shown.

EVALUATION CRITERIA:

- Responsiveness to terms and conditions, completeness and thoroughness of documentation.
- Demonstration of successful prior performance of comparable service in the public sector.
- Adequacy and technical depth of personnel assigned to the project.
- Evidence of good organization and management practices.
- Depth and breadth of services available.

Site Visit

Consultant may conduct a site visit at their convenience and contact our office if they have additional questions. Staff may or may not be available to go to the site with consultant.

Proposal Due Date

To be considered for this project, all proposals must be received by City of Asotin no later than 5:00 pm on WEDNESDAY, November 20, 2013.

Mailing Address:

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P.O. Box 517
Asotin, WA 99402

Hand Delivery or Overnight Mail:

City of Asotin
City Hall
121 Cleveland
Asotin, WA 99402

Because of the short timeline imposed on the project by Department of Ecology, the timeline for consultant selection and contract development will be very short. Please review the requirements in the Scope of Work to be sure you can meet the deadlines. The proposed consultant selection timeline follows:

11/25/13 – 11/26/13	Interview top candidates. Interviews will be in person at City Hall.
12/5/13	Final selection by the Mayor or Mayor's designee.
12/9/13	Recommendation to the City Council and seek approval to negotiate a contract.
12/9/13 – 12/20/13	Negotiate a contract.
12/23/13	Mayor signs contract.